Creating an Issue (Related to an Inspection)

1   Navigate to **https://fleetio.com/**

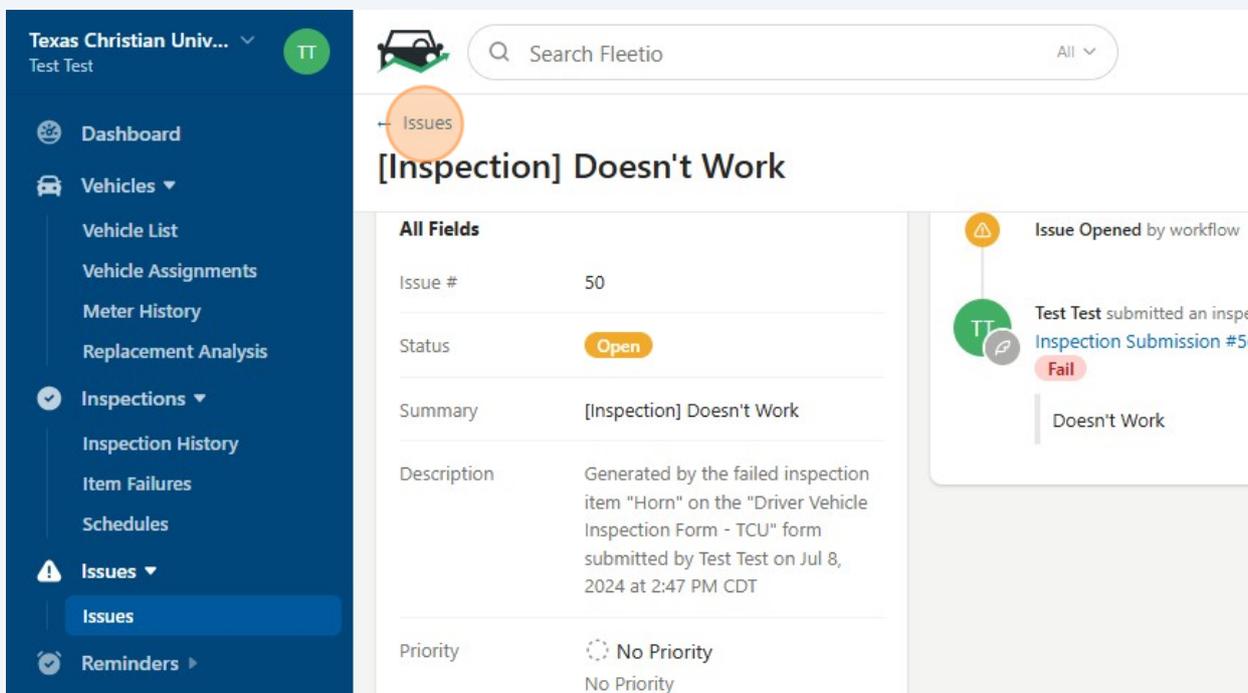**2**   Upon completion of an Inspection, the Submission page will pop up.

3 Scroll to the item that failed and click "Create Issue". An issue will be immediately created for this item.
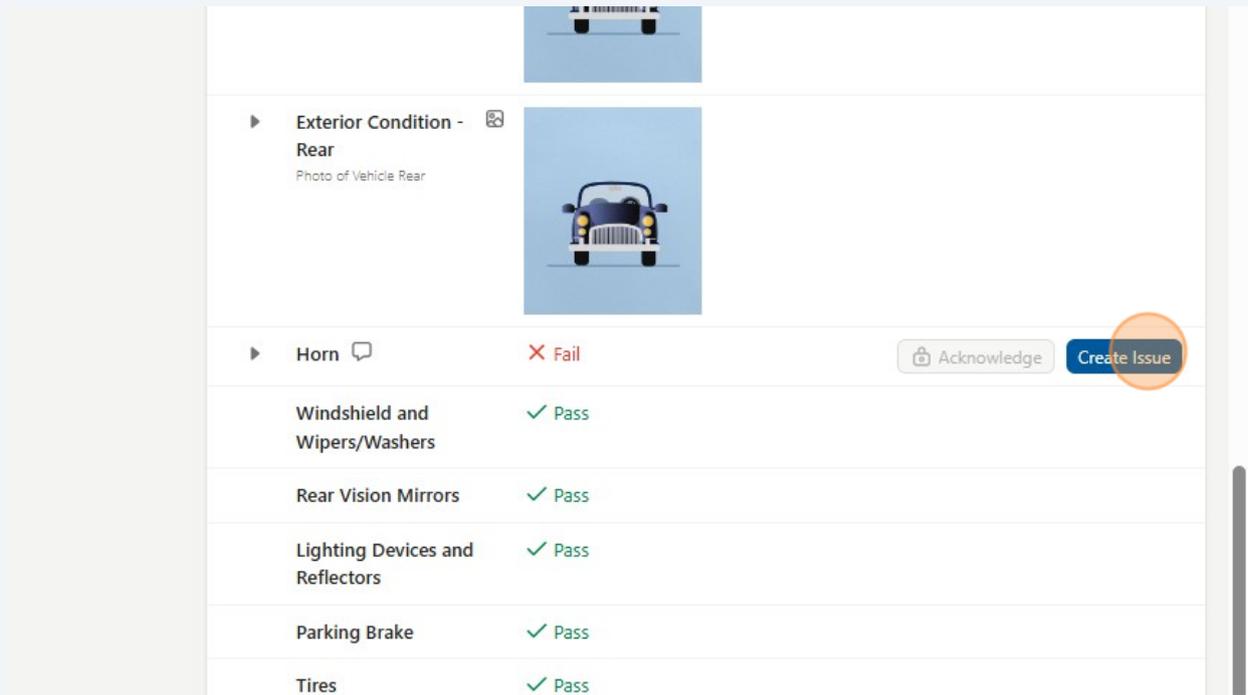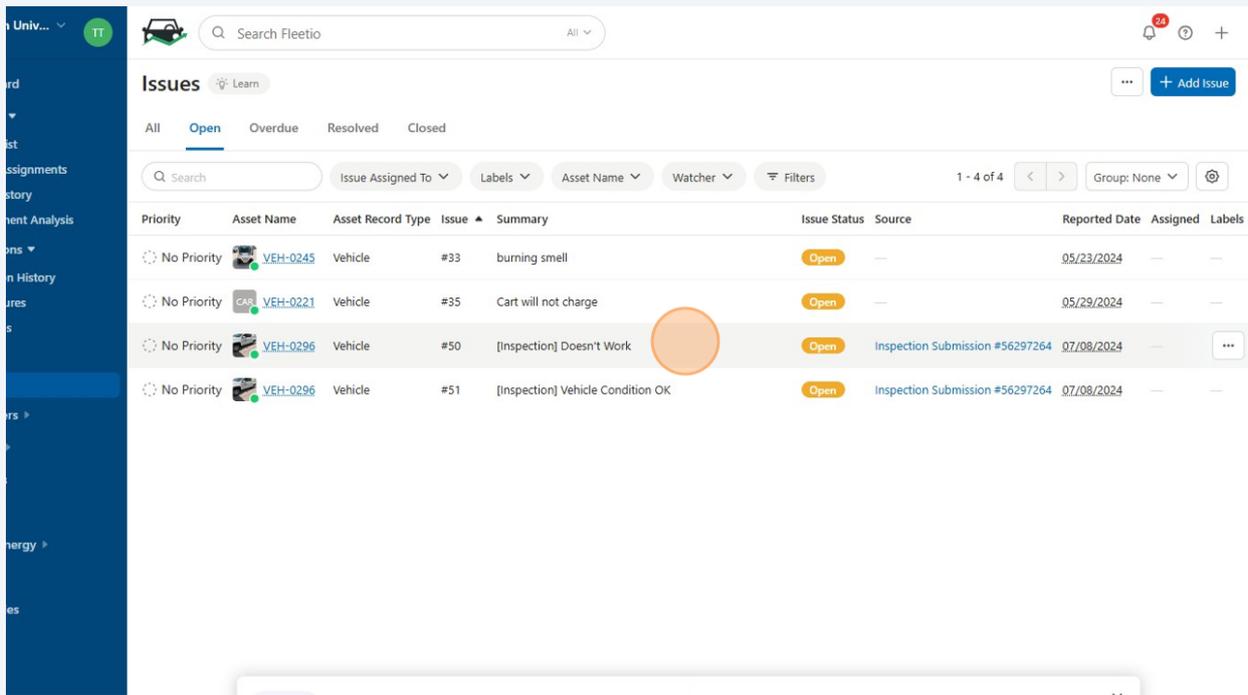

4 To see all open issues, including the one you just created, click "Issues".

5   Your full listing of Issues, including the one you just created, will be listed here.

	Search Fleetio		All ∨							

Issues ✴ Learn   ···   + Add Issue

All   **Open**   Overdue   Resolved   Closed

| Search | Issue Assigned To ∨ | Labels ∨ | Asset Name ∨ | Watcher ∨ | ⤳ Filters | | | 1 - 4 of 4 | ‹ › | Group: None ∨ | ⚙ |

Priority	Asset Name	Asset Record Type	Issue ▲	Summary	Issue Status	Source	Reported Date	Assigned	Labels
⚙ No Priority	🚗 VEH-0245	Vehicle	#33	burning smell	Open	—	05/23/2024	—	—
⚙ No Priority	CAR VEH-0221	Vehicle	#35	Cart will not charge	Open	—	05/29/2024	—	—
⚙ No Priority	🚗 VEH-0296	Vehicle	#50	[Inspection] Doesn't Work	Open	Inspection Submission #56297264	07/08/2024	—	···
⚙ No Priority	🚗 VEH-0296	Vehicle	#51	[Inspection] Vehicle Condition OK	Open	Inspection Submission #56297264	07/08/2024	—	—

---

6   The new issue will be added to your Open Issues on your Dashboard.

Texas Christian Univ... ∨   TT
Test Test

| | Search Fleetio | | All ∨ | | |

My Dashboard ∨ 👤   ↻ 0 minutes ago   All Groups ⇅   ⠿ Compact   ⣿ Manage Widgets

- 🏠 Dashboard
- 🚗 Vehicles ▾
  - Vehicle List
  - Vehicle Assignments
  - Meter History
  - Replacement Analysis
- ✓ Inspections ▾
  - Inspection History
  - Item Failures
  - Schedules
- ⚠ Issues ▾
  - Issues
- ⏱ Reminders ›
- 🔧 Service ›
- 👥 Contacts
- 🚚 Vendors
- ⛽ Fuel & Energy ›
- 📍 Places
- 🎧 Warranties

Repair Priority Class Trends
178% ●───●──●──●──●──●
      Feb'24 Mar'24 Apr'24 May'24 Jun'24 Jul'24
  ♦ No Repair Priority Class
  ♦ Emergency
  ⚠ 1/3 ▼

Service Reminders
0   0
Overdue   Due Soon

Overdue Inspections NEW
0   0 %
Overdue   of Total Due

Time to Resolve
24d
0h
   Feb'24 Mar'24 Apr'24 May'24 Jun'24 Jul
  → Avg. Time to Resolve   → #o

Open Issues ···
4   0
Open   Overdue

Vehicle Assignments
3   7
Assigned   Unassigned

Vehicle Status
● Active   10
● Inactive   0
● In Shop   0
● Out of Service 0

Recent Comments
WB Wayne Bush commented on Work Order: 37   a month ago
    Inspect charging system. Reset GFI plug on wall.

RA Rebekah Atkinson commented on Vehicle: VEH-0247   3 months ago
    Door doesn't close right. Can't replacement parts.